

Approved as amended, 4-16-2012

**Town Meeting Coordinating Committee
Meeting of Monday, April 2, 2012, 3:00-5:00 P.M.
Police Station Meeting Room**

Present: Peggy Roberts, Mary Streeter, Nonny Burack, Adrienne Terrizzi, Carol Gray, Patricia Holland, Alan Powell. Observer: Hannah, a journalism student from UMass.

Peggy called the meeting to order at 3:05 PM.

Pre-Town Meeting Projects

- 1st Packet (deadline noon Monday, 4/2): Peggy met the deadline for submitting TMCC enclosures to the first packet of town meeting material. Discussed matter needed for the second packet, deadline April 17th--the TMCC election, report on tally cards, babysitting services, what is TMCC, information on sources about Town Meeting. Peggy will draft these.
- Contacting new TM Members: By April 5th we will have the list of those elected except for write-ins, which will come April 18th. We will phone the new TM members to let them know about TMCC events, the warrant review, precinct meetings, bus tour, and orientation. We will also make sure they get the two TM packets. Mary will divide up who makes the calls and the points to be made page.
- Guidelines for Visuals: Peggy suggested corrections to the draft. Carol advised making the font for the title twice as big and adding a picture. Pat will fix and Mary will find a picture.
- Warrant Review: Alan and Peggy met with Martha Hanner from the LWV. Peggy sent an announcement of all the TMCC events to the Amherst Bulletin for the April 10th issue. Alan showed his draft of the TV notice. Peggy handed out a draft agenda for the Warrant Review; Mary noted corrections needed. Peggy left a message about the event at Amherst Media; Adrienne will follow up. We discussed needs for the Review to be held in the Town Room, Town Hall: a podium microphone and a hand-held one, which Nonny will pass around; two people timing the speakers, Adrienne and someone else. All committee members will come at 6:30. Adrienne advised Peggy to write Kris Pacunas to find out who is in charge of the AV and computers in the Town Room. Carol suggested both Amherst Media and the Bulletin be publicly thanked. Evaluations will be handed out. Carol advised also having a suggestion box.
- Town Budget Articles: Peggy read the letter she wrote to the chair of the Finance Committee recommending the budget articles be listed in random order. Carol urged following up with the Committee.
- Bus Tour: No discussion.
- Precinct Meetings: All set.
- Orientation: Ron Bohanowicz helped Peggy arrange a room at the ARMS, the Black Box in the Drama Dept. Directions to it will be explained.
- Material for Jones Library: Carol will follow up on Mary's DVDs of previous TMCC forums.
- Handicapped Parking: Peggy said Ron Bohanowicz will arrange for it for TM.
- Town Website: Mary updated the site. Peggy urged her to remove material on previous elections; Mary agreed.

TMCC Election : Alan presented a drawing of the layout in the ARMS auditorium for the addition of the four-sided voting booth to the side where members check in and pick up new material. Peggy will present this to Sandra Burgess and Harrison Gregg.

Provisions for the Hearing Impaired: Adrienne reported that TMCC members will meet with the Disability Access Advisory Committee (DAAC) on May 1st to discuss the issue. The meeting will be at Stavros on Old Farm Road. We will invite Aaron Hayden. The meeting should be posted as a joint TMCC/DAHC meeting.

Future Meetings: TMCC will meet Monday, April 9, 2012, 3-5 PM at the First Floor Meeting Room, Town Hall, and April 16th, 3 PM, at the Police Station Meeting Room.

Minutes: The minutes of the meetings of March 5th and 22nd were approved as amended.

The meeting adjourned at 5:00 PM.

Submitted by Patricia Holland, Clerk

Documents Distributed:

Agenda

Minutes of the meetings of March 5 and 22, 2012

Draft of TMCC/LWV Warrant Review Agenda

Draft of Guidelines for Effective Visual Presentations